

SECRET  
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140179-5  
REPORTS INVENTORY

DDI/OTR/ISS - 52

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Training Category Transactions Errors

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

XX MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

xx

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Canceled

6. DISTRIBUTION (No. of components not  
number of copies)

1

7. FORMAT (memorandum, form  
computer print-out, etc)

Computer print-out

8. ADP PROCESSING

xx

YES

IF YES GIVE ADP PROCESSING NO.

NO

611A

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR

25X1

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

OCS

OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

None

(Form 136,

Form 1961)

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Same as Report 601A									

### B. COSTS OF COMPUTER PRODUCED REPORTS

1 page x 5¢ per page =									\$ .05
------------------------	--	--	--	--	--	--	--	--	--------

TOTAL COSTS PER YEAR

\$0.05

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS OTHER (explain)

CHANGE

XX DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

0

\$ .05

16. DATE OF INVENTORY

9

OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140179-5

Records Management Officer, OTR

Classification

FORM 142

(22 of 12)